



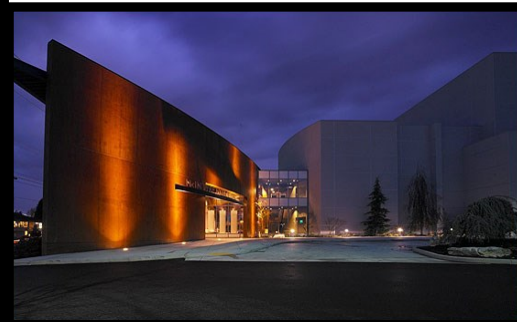
COMMUNITY DEVELOPMENT DIRECTOR

Apply by
February 3, 2017
(First Review - Open Until Filled)

www.mountvernonwa.gov

City of Mount Vernon Mission Statement

We provide professional, efficient services to create a lifetime positive difference for our Community.



THE COMMUNITY

Located on Interstate 5, Mount Vernon is conveniently located mid-way between Seattle, Washington and Vancouver, British Columbia, Canada. Mount Vernon is the regional center for financial, technology, cultural, legal, health care, education and government. Mount Vernon sits at the center of Skagit County with some of Washington's most scenic and pristine landscape found in the North Cascades National Park. From there the land flows like the Skagit River through nutrient-rich farmland to the shores of the Salish Sea. What makes Skagit truly unique is the health and diversity of its natural resources.

THE CITY

Mount Vernon offers a vibrant mix of office, retail, restaurants and professional services on the shores of beautiful Skagit River. It's also one of the unique areas in the country that offers high speed, state of the art fiber optic technology. The City is a non-charter Code City which utilizes a strong Mayor-Council form of government. Mount Vernon is the largest city in Skagit County with a population of 32,710. The City of Mount Vernon is characterized by it's "hometown" atmosphere, where Residents and Government work together in a trusting environment.

THE DEPARTMENT

The Community Development Department provides vision, leadership, initiative, management, and coordination to implement the mayor and city council's goals for comprehensive planning and development, neighborhood revitalization, and expansion. This department analyzes legislation and coordinates the city's response regarding regional, state, and federal legislative issues that affect Mount Vernon. The department is also responsible for the efforts to support development while enhancing the quality of life in the community. The city proactively recruits businesses to diversify the employment base.

The Community Development Department Provides the Following Services:

Building Division — Administers and enforces building, mechanical, electrical, and plumbing codes, which includes plan review, permit issuance and inspection.

Code Enforcement — Handles enforcement cases on a private property on a proactive basis. The Division enforces land use and building code provisions to abate illegal and/or nuisance conditions.

Permit Center — The Permit Center offers information and assistance with all types of construction and land development permits in Mount Vernon and can assist in determining which permits and processes are needed for a proposed project.

Planning Division — Administers and enforces land use, subdivision, and environmental codes and policies.

Development Engineering — Administers the codes that regulate infrastructure; such as, sewers (sanitary and storm) and the earth disturbing activities that go hand-in-hand with infrastructure installation.



THE COMMUNITY DEVELOPMENT DIRECTOR POSITION

Under the direction of the Mayor, the Community Development Director is responsible for organizing, directing and coordinating the day-to-day activities and operations of the Community Development Department. The director performs with considerable independent responsibility, a variety of supervisory, administrative, technical and professional scenarios related to the development and implementation of land use and related short and long range city plans and policies. The Director will join a small staff consisting of 13 employees which includes a Building Official, Engineering Manager, Senior Planner, GIS Technician, Plans Examiner/Building Inspector, Code Compliance Officer, Administrative Assistant and Permit Technician. While the staff are very capable and committed, the Director may be required to take project work in addition to managing and mentoring staff. Other responsibilities include:

- ◆ Communicates official plans, policies and procedures to staff, City Council, Planning Commission, and the general public.
- ◆ Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares budget requests, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- ◆ Maintain a database of planning related information, including community economic data, organizations and individuals concerned about planning issues, various community resources, etc.

Planning and Building

- ◆ Manages and supervises operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, guides and evaluates assigned staff, reviews progress and directs changes as needed.
- ◆ Serves as the City's State Environmental Policy Act (SEPA) responsible official.
- ◆ Assures compliance with State and Federal development legislation, including State environmental Policy Act (SEPA), Shoreline Management Act (SMA) and RCW's.
- ◆ Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.



THE IDEAL CANDIDATE

The City is looking for a talented director or senior planning professional from a public sector organization of comparable complexity and size with extensive knowledge and experience either performing or overseeing all aspects of community development, including planning, building and permitting. The ideal candidate will be forward thinking, possess outstanding leadership and communication skills and can anticipate problems and move the department forward.

Candidates should have a history of progressive, proactive and innovative program development, as well as a track record of successful follow-through and implementation. The ideal candidate will be a strong leader with a blend of technical and strong conflict resolution skills to establish and maintain effective working relationships. The new director must have strong management skills and be organized and results driven to ensure an effective and efficient permit center model.

If not presently familiar with Washington law, the new director should be able to quickly assimilate this knowledge. The successful candidate will be politically astute and a strategic thinker who has a clear understanding of the long term impacts of planning and visioning for a community.

The new director will work to build trust and strengthen department relationships with residents and the development community should have a proven history of providing excellent service. The candidate will be accessible and responsive to the public, elected officials and city staff. The new director will develop and maintain positive community relations and public involvement.

EXPERIENCE & EDUCATION

Bachelor's degree in urban and land-use planning, public administration or a closely related field. At least five years of management and supervisory experience, as well as experience in economic development, policy development or related field. Preferred: ten years planning, building and/or economic development experience, including three years of supervisory experience as a Department Director in planning, building or economic development, or as a Community Development Director. American Institute of Certified Planners designation preferred. Any combination of the above which demonstrates the required knowledge, skills and abilities to perform the job. Conflict Resolution training preferred.

Valid Washington state Driver's License with driving record free of serious or frequent violations. Membership in the American Institute of Certified Planners (AICP), International Code Council and/or International Economic Development Council.

COMPENSATION AND BENEFITS

- ◆ \$105,996 to \$123,672 Annual
- ◆ Medical, Dental, Orthodontia and Vision Insurance for employee and dependents
- ◆ Life Insurance; 11 Paid Holidays; Vacation and Sick Leave
- ◆ Washington State Retirement System (PERS)
- ◆ Employee Assistance Program
- ◆ \$50,000 Life Insurance
- ◆ Flexible Schedule

APPLICATION PROCESS

The City of Mount Vernon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by February 3, 2017 (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to www.mountvernonwa.gov Please email HR with questions regarding this position or the application process to mvhr@mountvernonwa.gov.